PORTLAND
ADULT EDUCATION

WINTER 2019 COURSE CATALOG

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CLASSES FILL UP FAST!

portlandadulted.org

A LETTER FROM OUR EXECUTIVE DIRECTOR

Dear Community members,

I'd like to talk a little about PAE's role as part of the Portland Public School District and its place in the Portland Community. In her State of the Schools address to the Portland City Council, Anna Trevorrow, Chair of the Portland Board of Education, remarked: "Portland Adult Education served nearly 4,000 adults last year. True to its mission, PAE teaches academic and English language classes and runs a vibrant learning lab. Students work to earn a High School Diploma or prepare for college or careers. Community members are able to better their lives through job skills and enrichment classes." She also noted the launch of the Education Academy launched by the New Mainers Resource Center. Last year, the Superintendent and the School Board recognized that PAE's efforts deserve an increase in funding, ultimately supporting a 24.6% increase in our budget. Additionally, the School Board voted to allow a PAE student to serve as a non-voting representative on the Board along with student representatives from Portland's four High Schools. After a very close school-wide election, Axels Namu Samuntu will serve as PAE's first representative. Claudette Kampire, the runner-up, will serve in another leadership capacity at PAE.

On July 17th, PAE was invited to make a presentation to the City Council's Economic Development Committee as they discussed workforce training system programs and policy. We are also working with the Portland Regional Chamber of Commerce and with all of the Cumberland County Adult Education programs to assure that we are serving our students and businesses by offering a comprehensive and robust literacy and training program.

I want to thank the Portland community and I look forward to your ongoing support for our work.

Sincerely,

Anita M. St. Onge, Executive Director

FRIENDS OF PORTLAND ADULT EDUCATION

Friends of Portland Adult Education's (FPAE) mission is to find innovative ways to help adult learners reach their educational and employment goals. We are extremely grateful to the individuals, corporations, private foundations, volunteers, and partners that have made these projects possible:

✓ Improved student intake process to reduce the waiting list
✓ Established a Tuition Assistance Program
✓ Supported highly skilled immigrants to prepare for their careers in Maine
✓ Secured funding for technology upgrades for teachers and classrooms
✓ Supported The Street Academy's work with homeless youth

Goals to support Portland Adult Education's strategic initiatives include:
- Outreach to Portland area businesses
- Writing grant proposals and securing funding
-Increase communication

To make a donation, please visit our website at www.friendsofpae.org or contact Rob Wood by email at friendsofpae@gmail.com.

Photo by Molly Haley

** SEE BACK COVER FOR CLASS LOCATIONS*

ENRICHMENT

Fine Arts & Photography 1
Fitness & Dance 4
Home & Life Skills 6
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ACADEMIC

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REGISTER ONLINE
portlandadulted.org

Tel (207) 874-8155
Fax (207) 773-0151

14 Locust Street, Portland, ME 04101
adulted@portlandschools.org

FINE ARTS & PHOTOGRAPHY

ACRYLIC PAINT POURING: BEGINNERS

With this exciting process, students never know what beautiful patterns will be created until the paint is poured. We'll cover what types of paint and additives work best to create beautiful abstract art. This class is appropriate for any artistic skill level, from beginner to pro, that wants to learn this technique. You will be transporting your wet paintings home in a container provided by the instructor, but you may want to have some plastic and a clean trunk or floor to rest the container on for the trip home. $30 materials fee payable to the instructor the day of class.

Instructor: Tara Finlay
PATHS, Room 370
1 Session Course fee $35/45

Course	Days	Time	Dates
3451	S	11:00 AM-1:30 PM	1/26
3451.2	S	11:00 AM-1:30 PM	3/30

COMEDY WRITING CLASS

Does everybody tell you that you are funny? In this course, students will focus on the techniques and science of comedic writing. Taught by a professional comedian, you will learn how to write one-liner jokes, how to write comedic stories and how to write monologues. This course is for people interested in Stand Up Comedy, Late-Night writing and anyone interested in including comedy in their writing.

Instructor: Ian Stuart
Deering H. S., Room 226
6 Sessions Course fee $72/82

Course	Days	Time	Dates
3412	Th	6:00-8:00 PM	1/23-3/6

GUITAR: BASIC

Designed for students with no prior guitar experience, this course covers the basic fundamentals of learning the instrument. Course topics include common chords, tuning, and how to keep a steady strum pattern. Requirements: A guitar and electronic tuner.

Instructor: Mike Duffy
PATHS, Room 140
8 Sessions Course fee $70/80

Course	Days	Time	Dates
1071.1	S	11:00 AM-12:00 PM	1/26-3/30

GUITAR: CONTINUING

Building off of Guitar: Basic, this course helps students to progress along their guitar-playing path. Students will review and practice what they have previously learned, using that information to learn additional chords and songs. Prerequisite: Completion of Guitar: Basic or instructor permission. Requirements: A guitar and electronic tuner.

Instructor: Mike Duffy
PATHS, Room 140
8 Sessions Course fee $70/80

Course	Days	Time	Dates
1072.1	S	12:15-1:15 PM	1/26-3/30

INTUITIVE WRITING

Rather than focus on writing as an end product, this course is about the enjoyment of writing as a process. Students will be encouraged to trust their own unique intuitive approach, writing from a weekly prompt and receiving supportive feedback. All genres - fiction, autobiography, poetry, plays, as well as unnamed forms - are welcome. Open to writers of any level of experience.

Instructor: Chrystal Wing Reiche, Room Music Room
8 Sessions Course fee $85/95

Course	Days	Time	Dates
3233	Tu	6:00-8:00 PM	1/15-3/12

INVITATION TO SOULCOLLAGE

This workshop is an opportunity to dive into SoulCollage, a simple technique for unleashing creativity, accessing inner knowing and connecting with others in a dynamic group environment Using found images, scissors and a glue stick, each participant will begin creating a deck of their own 5x8" SoulCollage cards. The SoulCollage process is fun and relaxing. Beginner and experienced collagers welcome. All materials will be provided. Please bring $10 to be paid to instructor for materials.

Instructor: Lillian Harris
PATHS, Room 370
1 Session Course fee $32/37

Course	Days	Time	Dates
3458	S	10:00 AM-1:00 PM	3/2

KNIFE AND TOOL SHARPENING

NEW CLASS!

Learn how to sharpen knives, axes, pruners, scissors, and other blade tools. Bring your own dull tools that need to be touched up, or come to practice sharpening some of our tools. We'll cover the basic theory behind sharpening edge tools, and practice using a variety of sharpening stones. Sharpening stones available for purchase: $30

Instructor: Zachary Rouda
PATHS, Room 400
1 Session Course fee $30/40

Course	Days	Time	Dates
3473	W	6:00-9:00 PM	3/6

MINDFUL ABSTRACT LANDSCAPE OIL PAINTING

This class will incorporate mindfulness based techniques with an expressive approach to landscape oil painting. Exercises will emphasize various mark making and painting effects in an abstract way while providing an understanding of the basic principles of color theory and composition. The objective of the class will be to gradually overcome natural inhibitions, perfectionism, in order to fully express yourself at an intuitive level. No experience is required, just a willingness to tap into unchartered territory to discover your creative potential. A supply kit is available with a student discount at The Art Mart in Portland.

Instructor: Christopher Reed
PATHS, Room 370
6 Sessions Course fee $90/100

Course	Days	Time	Dates
3471	M	6:00-8:30 PM	1/28-3/11

MINDFUL EXPERIMENTAL DRAWING

This class will provide the opportunity to create drawings by experimenting with new techniques using a variety of different mediums. The emphasis will be to challenge yourself in exploring unfamiliar territory while opening the door to your own unique way of drawing. Group projects and critiques will greatly complement the creative process. A supply kit is available with a student discount at The Art Mart in Portland.

Instructor: Christopher Reed
PATHS, Room 370
6 Sessions Course fee $90/100

Course	Days	Time	Dates
3472	W	6:00-8:30 PM	1/9-2/13

MINDFUL LANDSCAPE OIL PAINTING

This class is open to beginners as well as those looking to build upon prior experience in landscape oil painting. The basic skills of mixing colors, applying paint, developing composition and value will be acquired through the use of landscape photos. Each class will begin with a meditative exercise for minimizing inhibitions and fears associated with the creative process. A supply kit is available with a student discount at The Art Mart in Portland.

Instructor: Christopher Reed
PATHS, Room 370
6 Sessions Course fee $90/100

Course	Days	Time	Dates
3429	W	6:00-8:30 PM	2/27-4/3

PHOTOGRAPHY CRITIQUE

NEW CLASS!

Students will learn to develop a more focused eye and build confidence for better picture taking. This class is for all levels of students interested in photography. In the class you will learn framing the subject, assessing light and shadow, and choosing depth-of-field. Bring samples of your work to class.

Instructor: Amy Bellezza
PATHS, Room 111
2 Sessions Course fee $31/36

Course	Days	Time	Dates
3401	S	1:00-2:00 PM	1/5-1/12

PHOTOGRAPHY FOR BEGINNERS

This introductory course teaches students how to take great photographs with an adjustable 35mm with removable lenses. (Note: "Point-and-shoot" or digital cameras not covered.) Course begins with the basics, covering such topics as composition, shutter speeds, F-stops, depth of field, lenses, and more. Requirements: Camera and instruction book.

Instructor: Brian Peterson
Deering H. S., Room 209
6 Sessions Course fee $65/75

Course	Days	Time	Dates
1069	Th	7:00-9:00 PM	1/31-3/14

PINE NEEDLE BASKETS

White pine, Maine's state flower, and Red pine, are ubiquitous throughout the state and provide a vital pool of resources for human and non-human Mainers alike. Pine needles are beautiful, and strong! They can be coiled and sewn together to make lovely usable baskets and/or adorably tiny ones. Students will learn to identify, regeneratively gather and harvest, properly store and process, and weave with pine needles. You will learn the basics of coiled basketry, which is a global, ancient human skill, and create a wonderful pine-needle basket. Every participant will make a basket to take home.

Instructor: Zachary Rouda
PATHS, Room 400
1 Session Course fee $35/45

Course	Days	Time	Dates
3424	W	6:00-9:00 PM	1/23
3424.2	W	6:00-9:00 PM	2/27

PLAITED BIRCH BARK BASKETS

NEW CLASS!

The bark of the paper birch tree may be used to make strong and beautiful baskets, hats, sheaths, buckets, and more. Learn to identify, gather, process and weave with this remarkable, strong, natural material. We'll practice diagonal plaiting to make a small basket for the kitchen or garden. Fee includes all required tools, materials and tuition.

Instructor: Zachary Rouda
PATHS, Room 400
1 Session Course fee $35/45

Course	Days	Time	Dates
3449	W	6:00-9:00 PM	2/6

STEP UP UKULELE PLAYING!

For those of ukulele enthusiasts who have mastered smooth chord transitions, have some finger picking experience, and can add the occasional hammer on, or perhaps know how to chunk, maybe it's time to think about notching up your skills. This class will address any playing issues you are experiencing and to explore how to add excitement and complexity to your playing by learning to use triplets (3 strums in the space of 2 beats). Students will learn Clawhammer style playing to put some country kick in your playing.

Instructor: Duncan Perry
Reiche, Room music room
1 Session Course fee $27/37

Course	Days	Time	Dates
3465	Tu	6:00-7:30 PM	2/12

UKULELE FOR BEGINNERS

The ukulele is a versatile, go anywhere instrument that is easy to play (with practice of course). Students will have a ball learning to play familiar songs using common chords, along with basic strumming and picking techniques. You don't need to know how to read music. You do have to have a ukulele (no baritones please) and a clip on electronic tuner or tuner app.

Instructor: Duncan Perry
Reiche, Music Room
4 Sessions Course fee $75/85

Course	Days	Time	Dates
3305	Tu	6:00-7:30 PM	1/8-1/29

VOICE OVER CLASS

YOU'VE HEARD BRIAN THON ON TV AND RADIO COMMERCIALS! Now hear Brian LIVE as he illustrates how YOU could actually begin using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. Brian will show you a unique, outside-of-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for! (Brian Thon's voice can be heard on work from professional sports teams to Fortune 500 companies, from GE Healthcare to Fox News.)

Instructor: Rich Henkels
PATHS, Room 125
1 Session Course fee $37/47

Course	Days	Time	Dates
3444	Th	6:00-8:00 PM	3/28

WATERCOLOR FOR BEGINNERS

The objectives of this class are to develop, at an introductory level, abilities in watercolor painting. Students will acquire an understanding of tools and terms in this medium. Students will experiment with dry, dam and wet surfaces to explore some of the possibilities and outcomes through the use of these basic washes. Students will also work with a variety of application techniques.

Instructor: Pauline Cook
PATHS, Room 370
5 Sessions Course fee $55/65

Course	Days	Time	Dates
3477	M	2:30-4:30 PM	2/7-3/18

FITNESS & DANCE

BALLROOM DANCING FOR COUPLES

This class introduces couples to basic ballroom dance skills that will help them enjoy a night out, or prepare them for special events such as weddings, anniversaries, or social gatherings. The class also helps boost a student's confidence by teaching them to look great while dancing to styles such as waltz, foxtrot, cha-cha, rumba, and merengue. Requirement: A dancing partner. Class payment is per person.

Instructors: Joyce Bailey, Patty Medina
Ocean Ave School, Gym
5 Sessions Course fee $57/67

Course	Days	Time	Dates
3265.1	W	7:00-8:00 PM	1/16-2/13
3265.2	W	7:00-8:00 PM	3/6-4/3

CUBAN SALSA BEGINNERS

In this class students will learn the basics of the Salsa footwork and some simple, fun moves that will get you out on the dance floor. You will learn how to connect with any partner, and build confidence dancing to different styles and tempos of music. Students will be introduced to the famous Salsa Rueda. No dance partner needed.

Instructor: Anna Golendukhina
Lincoln Middle School, Cafeteria
8 Sessions Course fee $79/89

Course	Days	Time	Dates
3355	Th	6:00-7:00 PM	1/24-3/21

CUBAN SALSA CONTINUING

Students will learn more moves and steps, and learn the famous Rueda de Casino in depth. Students will continue working on connections with partner and building confidence dancing to different styles and tempos of music. Students will feel very confident on the dance floor after this fun class. No dance partner needed but is recommended.

Instructor: Anna Golendukhina
Lincoln Middle School, Cafeteria
6 Sessions Course fee $72/82

Course	Days	Time	Dates
3356	Th	7:00-8:00 PM	1/24-3/7

EVIDENCE BASED TAIJI (TAI CHI) & QIGONG (EBT)™

This program is the product of Dr. Yang Yang's extensive training with grand masters of the Chen style and his research studying the mechanisms and benefits of Taijiquan and Qigong practice. The program focus is "the most important aspects of traditional training that will yield the greatest measured benefit in the shortest amount of time" and consists of essential static and dynamic qigong exercises & seven forms that are challenging yet adaptable to suit all levels. Curriculum serves as a comprehensive program for beginners and a solid foundation for further study in any style taiji.

Instructor: Jason Ames
Maine Center for Taijiquan & Qigong
12 Sessions Course fee $120/130

Course	Days	Time	Dates
3220	Th	12:00-1:00 PM	1/10-3/28

FIT FOR THE FUTURE

Participants will enjoy an effective whole body interval workout targeting muscular strength, cardiovascular stamina, core stability, flexibility, balance and coordination. Regain, maintain and improve fitness levels to be free to enjoy life and travel experiences, prevent injuries and maximize health span. Accessible and challenging for all levels and ages, beginner through athlete. Bring sneakers, mat and a water bottle. $6 drop in or $50 for 10 class card can be used for all Emma's M/T/W classes.

Instructor: Emma Holder
Lincoln Middle School, Cafeteria
14 Sessions Course fee $6 single/$6 partnership

Course	Days	Time	Dates
3383	Tu	5:30-6:30 PM	1/8-4/9

"The teacher had a talent to make people understand what we really wanted to learn."

- PAE Student

GLOBAL DANCE PARTY

This dance fitness class includes music of Salsa, Swing, Merengue, Tango, Cha Cha, Reggaeton, Bellydance, African and more. For 45 minutes, participants will bust stress, boost energy and burn calories while using traditional and unique moves to fabulous music. Improvisation encouraged. This course also includes 15 minutes of core work to support your back, your dance, and your life. Bring a mat, sneakers and water bottle. $6 drop in or $50 for 10 class card can be used for all Emma's M/T/W classes.

Instructor: Emma Holder
Lincoln Middle School, Cafeteria
26 Sessions Course fee $6 single/$6 partnership

Course	Days	Time	Dates
1793.1	M/W	5:30-6:30 PM	1/7-4/10

MODERN DANCE FOR BEGINNERS

This co-ed adult movement class will bring out a student's creative side. The class encourages students to move, bend, flow, and stretch, all while progressing to a rhythm. No experience necessary. Students should come to class with an open mind and a willingness to move barefoot in a new way. (Register and pay at first class, and drop-ins welcome anytime during session.)

Instructor: Jessica Lockhart
PATHS, Room 310
10 Sessions Course fee $5/class

Course	Days	Time	Dates
3140	S	9:30-10:30 AM	1/12-4/6

PILATES, WEIGHTS, AND YOGA

This class will use upper body exercises using hand weights. It will also strengthen participants' core with Pilates exercises and yoga on the mat. This class is a great way to keep strong and active during the winter.

Instructor: Jessica Lockhart
Ocean Avenue School. Gym
Course fee $4/class ($35 for 10 class card)

Course	Days	Time	Dates
3359	Tu/Th	5:45-6:45 PM	1/8-4/1

"Teacher was very patient and non-judgmental. ."

- PAE Student

Additional adult educational opportunities are available by visiting the Maine Adult Education website @ **www.maineadulted.org**

TAP DANCE: BEGINNER

This course is for beginner tap dancers or experienced tappers who want to brush up on the basics. Students will learn technique and steps slowly, working their way up to short combinations each week. Students should bring tap shoes if they have them or smooth-soled shoes if they don't. $12 drop in fee.

Instructor: Jennifer Kain
PAE-Cathedral
5 Sessions Course fee $52/62

Course	Days	Time	Dates
3389.1	S	10:00-11:00 AM	1/5-2/9
3389.2	S	10:00-11:00 AM	3/2-4/6
3389.3	S	10:00-11:00 AM	4/6-5/18

YOGA FOR BIGGER BODIES

This class utilizes a safe, fun, body-positive environment to welcome students of all shapes, sizes, and ability levels to yoga. Although students do not have to be a specific size to attend, this class pays special attention to offering accommodations and modifications for individuals with larger bodies. Yoga poses are taught in a manner that respects and celebrates differences and encourages building strength, balance, flexibility, and self-acceptance.

Instructor: Sammi Boudrot
PATHS, Room 310
6 Sessions Course fee $54/64

Course	Days	Time	Dates
3248	Tu	6:00-7:30 PM	1/15-2/26
3248.2	Tu	6:00-7:30 PM	3/5-4/9

HOME & LIFE SKILLS

BLACKSMITHING: MIXED LEVELS

This mixed level course provides beginners with the basics of traditional blacksmithing, while also helping experienced students advance their skills. The course focuses on forge welding and manipulation of iron. Tools and practice materials provided. Requirements: Wear work clothes, protective shoes, goggles, and gloves.

Instructor: Bill Presby
PATHS, Room 655
12 Sessions
Fees: Course $240/250; Lab $35

Course	Days	Time	Dates
0734.2	Tu	5:30-8:30 PM	1/8-4/2

EXPANDING YOUR SOCIAL CIRCLE

NEW CLASS!

Do you find it harder to make friends as you get older? This workshop, taught by someone who relocated every few years for 26 years, will help both extroverts and introverts reframe how you think about connecting with strangers and will provide you with a variety of strategies to widen your group of friends. Particularly useful for people who are going through a transition such as retirement, becoming a caregiver for an elderly parent in a different city, becoming an empty nester, divorce, or significant lifestyle changes.

Instructor: Angie Bryan
PAE-Cathedral
1 Session Course fee $21/26

Course	Days	Time	Dates
3467	S	10:00-11:30 AM	2/2

LAND NAVIGATION BASICS

Learn the basics of land navigation using a map and compass. This class covers how to read the markings on a topographic map and how to use map features to establish a path of travel. Learn how to use a compass to determine your direction of travel. Move back and forth between true and magnetic north. There will be a session in the field to wrap up the class. Necessary materials will be provided but bring your own map and compass if you wish.

Instructor: Ron Welton
PATHS, Room 125
5 Sessions Course fee $60/70

Course	Days	Time	Dates
3432	W	6:00-8:00 PM	2/27-3/28

LEARN TO WRITE A BAR/ RESTAURANT REVIEW

NEW CLASS!

As Portland grows increasingly famous for its food and beverage scene, opportunities abound for bloggers and others who want to develop their reviewing skills. During the first class of this two-session course, a published bar reviewer will walk you through what to think about when reviewing a bar or restaurant. Participants will then go to a bar or restaurant of their choosing and draft a mock review based on their experience. The second session of the course will focus on how to improve the mock reviews.

Instructor: Angie Bryan
PAE-Cathedral
2 Sessions Course fee $31/36

Course	Days	Time	Dates
3476	S	10:00-11:30 AM	3/23-4/6

PLANNING AHEAD, FOR ALL THE RIGHT REASONS

NEW CLASS!

This seminar is done by a licensed funeral director with 40 years of experience. Participants will learn the financial and emotional benefits of funeral preplanning. You will be able to learn how to reduce stress for yourself and your loved ones by thoughtfully planning a burial or cremation. Veteran, MaineCare and a comprehensive fund planning will be discussed.

Instructor: David Floryan
PATHS, Room 141
1 Session Course fee $13

Course	Days	Time	Dates
3421	S	10:00 AM-12:00 PM	2/9

PREPARING FOR RETIREMENT: NOT THE FINANCIAL STUFF

NEW CLASS!

Many courses deal with how to prepare financially for retirement, but a successful retirement requires much more than money. This workshop covers elements such as how to reframe your identity, major issues to consider, and concrete steps to take before the big day. Most useful for individuals who expect to retire within the next five years, although recent retirees who have been struggling to adjust are also welcome.

Instructor: angie Bryan
PAE-Cathedral
1 Session Course fee $21/26

Course	Days	Time	Dates
3469	S	10:00-11:30 AM	3/9

WRITE YOUR OWN OBITUARY

Does the title of this workshop make you squirm a little? Consider: it's not about being morbid, it's about being prepared. It's about being remembered in the way you want to be remembered. This course gives students the time and space to compose a good, reflective write up. Be prepared for class dialogue, some deep thought and a little laughter.
Instructor: Katie Murphy
Deering H. S., Room 322
3 Sessions Course fee $35/45

Course	Days	Time	Dates
3475	Tu	6:00-7:30 PM	1/29-2/12

LANGUAGES

FRENCH 1

Open to all students, this introductory French language course provides students with an opportunity to develop their French conversation and comprehension skills. Requirements: Purchase *Mais Oui!*, by Thompson and Phillips, ISBN: 978-0-547-05220-5, and the three CDs.
Instructor: Alain Nkulu
Deering H. S., Room 202
12 Sessions Course fee $144/154

Course	Days	Time	Dates
0908	M	6:00-8:00 PM	1/7-4/8

FRENCH 1.5

This continuing French language class is open to students with one year of high school French or students who have completed French 1 with PAE. Requirements: Purchase *Mais Oui!*, by Thompson and Phillips, ISBN: 978-0-547-05220-5, and the three CDs.
Instructor: Alain Nkulu
Deering H. S., Room 202
12 Sessions Course fee $108/118

Course	Days	Time	Dates
1924	W	6:00-7:30 PM	1/9-4/3

FRENCH 2

This course continues a student's French language education, focusing on grammar. Prerequisite: Completion of French 1.5. Requirements: Purchase *Mais Oui!*, by Thompson and Phillips, ISBN: 978-0-547-05220-5, and the three CDs.
Instructor: Alain Nkulu
Deering H. S., Room 202
12 Sessions Course fee $108/118

Course	Days	Time	Dates
1413	W	7:35-9:05 PM	1/9-4/3

GERMAN 2

German II provides much practice opportunity for the beginner of German who has basic knowledge and skill. The course helps to acquire the language skills that will engage the student in real conversations and allow the student to read and understand everyday spoken and written authentic German. It is recommended that students are familiar with basic German grammar and vocabulary; however, the course is considered beginner level and open to all who want to brush up on their German or want to learn just enough German to be comfortable on a trip to a German speaking country.
Instructor: Oliver Kinzer
Deering H. S., Room 212
12 Sessions Course fee $144/154

Course	Days	Time	Dates
1846	Tu	6:00-8:00 PM	1/8-4/2

ITALIAN 1: BEGINNING

Ciao! Interested in learning what scholars call "the most romantic language"? Explore conversational approaches to the basics of Italian. Learn about the country and the culture at the same time! This class is for people who have had no previous experience with Italian. Please buy a copy of *Italian Made Simple*, ISBN: 0-7679-1539-9.
Instructors: Giovina DP Ferrante, Michele Fornaro
0910.1 -Deering H. S., Room 222
8 Sessions Course fee $72/82
0910.2 -Deering H. S., Room 220
9 Sessions Course fee $108/118

Course	Days	Time	Dates
0910.1	Tu	6:00-7:30 PM	1/8-3/5
0910.2	W	6:00-8:00 PM	1/9-3/13

ITALIAN 2: CONTINUING

This class is a continuation of the Italian 1 class. Increase your vocabulary and learn to speak more fluidly while broadening your awareness of the language, art, and culture of Italy. Recommended prerequisite: at least one semester of Italian.
Instructors: Giovina DP Ferrante, Michele Fornaro
0911.1 - Deering H. S., Room 227
8 Sessions Course fee $72/82
0911.2 - Deering H. S., Room 220
10 Sessions Course fee $120/130

Course	Days	Time	Dates
0911.1	M	6:00-7:30 PM	1/7-3/11
0911.2	Tu	6:00-8:00 PM	1/8-3/19

ITALIAN: CONVERSATIONAL

Come to this class and really test your ability to speak Italian. You must have taken Italian classes prior to enrolling in this class. Immerse yourself in the Italian culture with a motivated group.
Instructor: Giovina DP Ferrante
Deering H. S., Room 220
10 Sessions Course fee $120/130

Course	Days	Time	Dates
1525.1	M	6:00-8:00 PM	1/7-3/25

RUSSIAN 1: BEGINNING

Russian isn't as hard as you think it is! Students will explore the unique characters and sounds of the Russian alphabet, understand basic grammar, and learn essential vocabulary and phrases for beginning Russian or travel.
Instructor: Anna Golendukhina
Deering H. S., Room 202
10 Sessions Course fee $90/100

Course	Days	Time	Dates
0915	M	6:00-7:30 PM	1/7-3/25

RUSSIAN 2

Students will continue their development in the Russian language by working on pronunciation, conversational abilities, and vocabulary skills. This course is appropriate for those who have taken a previous Russian language course.
Instructor: Anna Golendukhina
Deering H. S., Room 202
10 Sessions Course fee $90/100

Course	Days	Time	Dates
0916	Tu	6:00-7:30 PM	1/8-3/19

RUSSIAN 3

Students will continue their development and dive deeper in to the language. This course is appropriate for those who have taken a previous Russian language course or Russian 2 with PAE.
Instructor: Anna Golendukhina
Deering H. S., Room 202
10 Sessions Course fee $90/100

Course	Days	Time	Dates
3399	M	7:30-9:00 PM	1/7-3/25

SPANISH 1: BEGINNING

As an introduction to the Spanish language, this course emphasizes pronunciation and basic conversational skills. Students will explore the language and culture, while also engaging in basic Spanish discussions. Requirement: Purchase *Practical Spanish Grammar, A Self-Teaching Guide* by Marcial Prado, ISBN: 0-471-13446-5.
Instructor: Daissy Foss
Deering H. S., Room 216
12 Sessions Course fee $108/118

Course	Days	Time	Dates
0906.1	Tu	6:00-7:30 PM	1/8-4/2

SPANISH 2: CONTINUING

Students will continue their Spanish language development by working on pronunciation, conversational abilities, and vocabulary skills. This course is also appropriate for students who have had a semester of Spanish but need to refresh their skills. Requirement: Purchase *Practical Spanish Grammar, A Self-Teaching Guide* by Marcial Prado, ISBN: 0-471-13446-5.
Instructor: Daissy Foss
Deering H. S., Room 216
12 Sessions Course fee $108/118

Course	Days	Time	Dates
1521	Tu	7:30-9:00 PM	1/8-4/2

SPANISH 3: INTERMEDIATE

This class helps students continue with their Spanish language development, focusing on basic conversational skills, vocabulary, and grammar. Requirement: Purchase *Practical Spanish Grammar, A Self-Teaching Guide,* by Marcial Prado, ISBN: 0-471-13446-5.
Instructor: Daissy Foss
Deering H. S., Room 216
12 Sessions Course fee $108/118

Course	Days	Time	Dates
1522	W	6:00-7:30 PM	1/9-4/3

SPANISH 4: CONTINUING INTERMEDIATE

Building off of Spanish 3, this class helps students to increase their Spanish grammar and advanced conversational skills. Emphasis is placed upon increasing fluency and pronunciation. Requirement: Purchase *Practical Spanish Grammar, A Self-Teaching Guide*, by Marcial Prado, ISBN: 0-471-13446-5.

Instructor: Daissy Foss
Deering H. S., Room 216
12 Sessions Course fee $108/118

Course	Days	Time	Dates
1523	W	7:30-9:00 PM	1/9-4/3

PAE IS LOOKING FOR INSTRUCTORS!

Are you interested in sharing your expertise with eager students?

Please contact us at adulted@portlandschools.org

PERSONAL FINANCE

Photo by Molly Haley

AFTER THE PAYCHECK STOPS: RETIREMENT INCOME PRIMER

This class is designed for people who are thinking about retiring or have retired recently. Students will learn ideas to help build a reasonable and sustainable strategy for managing income and expenses during retirement, utilizing the framework of Plan for the Expected, Prepare for the Unexpected and Position the Portfolio for Both.

Instructor: Seth Cheikin
Deering H. S., Room 227
1 Session Course fee $13

Course	Days	Time	Dates
3308	W	6:30-8:30 PM	2/27

BUYING A FIXER UPPER AND BUS TOUR

Are you looking for a home to fix up and live in, or for an investment property? This class will help the novice investor navigate the numerous issues that come with buying a distressed property. Industry experts will be on hand to provide information on: foreclosures/short sales/distressed properties, financing- including rehab loans, inspections, and more. Build equity and avoid the pitfalls with the knowledge you will obtain in this class. Following a short class we will board a bus to view and walk through a variety of fixer uppers. This bus tour is unique, fun and educational. You will be joined by a real estate specialist, a mortgage specialist, an inspector and a contractor. The focus is to educate participants on the realities of purchasing Foreclosures, Short Sales and Distressed Properties. This class is collaborating with Windham/Raymond Adult Education due to more properties in that area.

Instructor: Sue Durst
Windham High School, Room TBD
1 Session Course fee $13

Course	Days	Time	Dates
3212	S	9:00 AM-1:00 PM	3/30

FIRST-TIME HOMEBUYER SEMINAR

Is it time to stop paying rent and buy your first home? Let us help you put a plan in place. Interest rates are still historically low and there are great lender programs available. Learn the steps to home ownership: including information about interest rates and prices, low and no down payment lending programs, how much money you'll need and much more. Even if you believe that you are currently in no position to buy a home, this class will provide you with the steps to homeownership.

Instructor: Sue Durst
Deering H. S., Room 227
1 Session Course fee $13

Course	Days	Time	Dates
1896	Tu	6:00-8:00 PM	3/5

INVESTMENT WORKSHOP

Over the next few years, more than 82 million North Americans will be entering retirement. Are you one of them? Whether you're retiring now or a few years down the road, make sure you're on track to live the retirement of your dreams. No matter where you are, armed with this simple, yet powerful retirement information, you can learn how to avoid mistakes so many others make. Underestimating the number of years your retirement might last, retiring without accumulating a big enough nest egg, withdrawing too much too soon, spending your assets down incorrectly and more.

Instructor: Crystal Rogers
Deering H. S., Room 203
1 Session Course fee $13

Course	Days	Time	Dates
3464	Th	6:00-8:00 PM	3/21

"The teachers made a point to give real world examples for her experiences to help with the explanations and comprehension of material."

- PAE Student

"I liked the small class with lots of teacher attention."

- PAE Student

REDUCE YOUR GROCERY SPENDING AND FOOD WASTE

NEW CLASS!

As our paychecks increase over the years, so does our grocery spending, often leading to "winging it" shopping sessions, multiple trips to the store each week, and items turning green in the back of the refrigerator. This workshop can help reshape how you approach grocery shopping, reducing your waste of food, money, and time. Participants will be asked to bring a pre-assignment to class which should take under an hour to complete, and will depart class with a six-step approach to use in the future.

Instructor: Angie Bryan
PAE-Cathedral
1 Session Course fee $21/26

Course	Days	Time	Dates
3468	S	10:00-11:30 AM	2/9

STANDING GUARD: PROTECT WHAT YOU'VE WORKED FOR

Whether you are approaching retirement or recently retired, Standing Guard: Protect What You've Worked For shares strategies designed to help you guard your most valuable assets and protect your pre- and post-retirement income.

Instructor: Seth Cheikin
Deering H. S., Room 227
1 Session Course fee $13

Course	Days	Time	Dates
3341	W	6:30-8:30 PM	3/13

TAX FREE INVESTING

Tax-free Investing: It's Not What You Make, It's What You Keep is an educational program designed to inform individuals of the benefits and considerations of choosing investments that offer tax advantages.

Instructor: Seth Cheikin
Deering H. S., Room 322
1 Session Course fee $13

Course	Days	Time	Dates
3116	W	6:30-8:30 PM	3/20

WELLNESS

AYURVEDA

NEW CLASS!

Have you been having difficulty sleeping or battling poor digestion? Are you constantly dealing with stress and tried everything you can think of to help with no success? Do you feel sluggish all day? This workshop may be for you! An ancient 5,000 year old practice called Ayurveda could be of service. Come and experience a very simple yet effective discussion on what Ayurveda is and how it can help you find balance and ease. You will be provided with simple, easy, lifestyle and diet advice you can practice at home. Participants will receive a small bag of goodies to bring home to use and share.

Instructor: Brett Aldrich
Deering H. S., Room 226
Sessions Course fee $27/37

Course	Days	Time	Dates
3461	M	6:00-8:00 PM	1/7

BANISH YOUR SUGAR DEMONS WITH HYPNOSIS

Hypnosis can help you get to the root cause of your sugar cravings. Discover the underlying mental and emotional connections that are not available to your conscious mind. Release the old connections and replace them with new, comfortable, confident, in-control ones.

Instructor: Hugh Sadlier
PATHS, Room 160
1 Session Course fee $22/26

Course	Days	Time	Dates
3338	M	6:00-8:00 PM	3/18

BRAVE TRANSITIONS

Do you have a valued LGBTQ+ person in your life experiencing a transition? This class will provide a safe place for participants to explore your new role as well. We will implement the five stages of grief as a template. This class is split into two parts. The first part will address the basic fundamentals of transitioning for your loved one. What it is and what to expect. The second part will address the spectrum of feelings you may have. We will discuss denial, anger, bargaining, depression and, hopefully, acceptance as you support the valued one in your life while validating your experience as well.

Instructor: Matthew Francis
PATHS, Room 111
1 Session Course fee $35/45

Course	Days	Time	Dates
3454	S	12:00-3:00 PM	2/9

HELP INSOMNIA WITH HYPNOSIS

NEW CLASS!

Enjoy restful, restorative, sleep with hypnosis. Although insomnia can radically affect your life, hypnosis can help you release its negative impact and replace it with rested, relaxed, refreshed, re-created and rejuvenated feelings and energies.

Instructor: Hugh Sadlier
PATHS, Room 111
1 Session Course fee $23/26

Course	Days	Time	Dates
3445	M	6:00-8:00 PM	3/25

MINDFULNESS MEDITATION

Mindfulness is intentionally paying attention with non-judging awareness in the present moment. Students will learn through guided breath, body scan, mindful eating, and loving kindness meditations. Benefits are learning to relax, lessen stress, clarity of mind and increasing your awareness. Breath and awareness techniques help to change stress reactions in the present moment where positive change happens. It is easy and fun to learn.

Instructor: Deborah Gilmour
PATHS, Room 160
6 Sessions Course fee $58/68

Course	Days	Time	Dates
3474	W	6:00-7:30 PM	1/23-3/6

NUTRITION NUGGETS

NEW CLASS!

What foods are carbs, fats and proteins? (hint: foods are a mixture) What does processed mean? (hint: "don't eat that") What about all these diet books? (hint: money separation techniques) Demystifying jargon and myths, and learning basic science about food, metabolism and health will allow you to separate food from facts. Bring questions. Snacks provided

Instructor: Emma Holder
PATHS, Room 111
1 Session
Course fee $22/$32

Course	Days	Time	Dates
3460	S	10:00 AM-12:00 PM	1/26

Photo by Molly Haley

PARTNER MASSAGE FOR EVERYBODY

Massage is the best preventative body maintenance ever, shown to improve sleep, immunity, flexibility and recovery time from injuries. You'll learn easy massage techniques to boost circulation, relaxation and decrease stress and blood pressure, plus it's a nice way to make someone feel good. Bring computer shoulders, athletic knees, pesky lower backs, a partner, a yoga mat and a couple of sturdy pillows.

Instructor: Emma Holder
PATHS, Room 140
1 Session
Course fee $45 single/$55 partnership

Course	Days	Time	Dates
1684	S	10:00 AM-12:30 PM	2/9

SELF HYPNOSIS AND ITS BENEFITS

Learn how to enter a comfortably relaxed, self-hypnotic state and be able to return to that state anytime you desire. You are able to be completely free of conscious mind interference and benefit from and interact with your subconscious mind. You can simply enjoy the deeply relaxed feelings or work with your inner mind to make changes within yourself and in your life.

Instructor: Hugh Sadlier
PATHS, Room 111
1 Session Course fee $23/26

Course	Days	Time	Dates
3281	M	6:00-8:00 PM	4/1

TIRED, SLUGGISH, OVERWEIGHT? IT COULD BE YOUR THYROID

NEW CLASS!

Thyroid medications are the number one drug prescribed in America. Hypothyroidism is a common and growing issue for many, especially women. Did you know that the number one cause of hypothyroidism is an autoimmune condition called Hashimoto's disease? Patients with this condition are simply treated with medication but continue to feel tired, bloated, depressed, and frustrated. Join us to learn more about Hashimoto's disease and why medication may not be the only answer. We will discuss simple lifestyle strategies to get you on the road to recovery and feeling more like yourself.

Instructor: Mary Moskowitz
Deering H. S., Room 209
1 Session Course fee $21/31

Course	Days	Time	Dates
3463	Th	6:00-7:30 PM	2/28

Photo by Molly Haley

NEW STUDENT TESTING FOR LANGUAGE ARTS OR MATH

If you would like to sign up for any of our Academic courses (Language Arts, Math, Science, or History/Social Studies), you will need either a teacher recommendation OR an interview and placement test with a teacher.

Call 874-8155 to make an appointment for new student testing. NOTE: The appointment will take about 2 hours.

- Please be prepared to register and pay for your course immediately following the appointment.
- If you have ACCUPLACER scores, please bring them to the appointment with you.

We want to place you in the right course... Call now for an appointment to find out your level!

Photo by Molly Haley

COLLEGE TRANSITIONS PROGRAM

If you are an adult with a high school credential who wants to succeed in college, we can help you to achieve that goal. With the support of an advisor, you will develop a plan to improve your academic skills and prepare for community college or university.

The College Transitions Program Includes:

- Skills assessment and testing
- Academic, financial aid, and career advising
- Classes to improve essential academic skills

To be eligible for the program, you must have a high school diploma or high school equivalency. You must also qualify to enroll in either Algebra or College Writing Workshop.

Schedule an appointment with the College Transitions advisor by calling 874-8155.

DIPLOMA & COLLEGE PREPARATION

DO YOU WANT TO...

- **Earn your High School Diploma or pass the new HiSET Test?**
- **Improve your reading and writing skills for college or a job?**
- **Practice reading and writing skills in English?**

Language Arts classes can help you improve your reading and writing skills so you can reach these goals! These classes are open to native English speakers as well as students who have completed our ESOL levels.

Language Arts Level 100 Courses

NARRATIVE TEXT

Pre Hi-SET Course

Students will read and write narrative texts (including memoir), working to improve their vocabulary, reading comprehension, and writing with clear, correct sentences and paragraphs.

Instructor: Alison Perkins
PAE-Cathedral
Course FREE; Book $10.00

Course	Days	Time	Dates
0210.1	Tu/Th	9:00-11:30 AM	1/8-4/4
0210.3	M/W	6:00-8:30 PM	1/7-4/3

GRAMMAR AND WRITING INTENSIVE

Pre Hi-SET Course

This course is for students who need advanced ESOL grammar instruction in order to improve their writing. Through weekly writing assignments, students learn passive voice verbs, gerunds and infinitives, articles, and correct ways to join sentences.

Instructor: Conni Daigle
PAE-Cathedral
Course fee $20/30

Course	Days	Time	Dates
0170	M/W	12:30-3:00 PM	1/7-4/3

Photo by Molly Haley

U.S. HISTORY

Pre Hi-SET Course

Students will learn in depth about a few significant times in the history of the United States, including the writing of the Constitution and the Civil War. Students will also study map skills and government while practicing the reading and writing skills needed to earn an adult high school diploma.

Instructors: Heather Moore Wood,PAE-Cathedral
Course fee $35/45

Course	Days	Time	Dates
87914	Tu/Th	12:00-2:30 PM	1/8-4/4

Language Arts Level 200 Courses

NARRATIVE TEXT, ADVANCED 200

Pre Hi-SET Course

Students will read and write narrative texts (including memoir), learning how to write longer pieces and how to analyze and respond to books and articles. This is a good pre-HiSet course. Requirement: Basic computer skills.
Instructors: Leslie Hunt, PAE Staff
PAE-Cathedral
Fees: Course $20/30; Book $12

Course	Days	Time	Dates
0220	Tu/Th	9:00-11:30 AM	1/8-4/4
0220.1	M/W	6:00-8:30 PM	1/7-4/3

BIOLOGY

This course teaches the fundamental principles and concepts involved in the structure and function of living organisms. The course is great for students planning on attending college. Prerequisite: Reading/Writing 200.
Instructor: Carolyn Lancia
PAE-Cathedral
Course fee $30/40

Course	Days	Time	Dates
02501	M/W	12:30-3:00 PM	1/7-4/3

Language Arts Level 300 Courses

Photo by Molly Haley

COLLEGE WRITING WORKSHOP

This top-level English course helps students to create focused, well-developed essays and a research paper so that they will be ready for college. Prerequisite: Basic computer skills, Reading/Writing 200, and a teacher recommendation.
Instructor: Briana Bizier
PAE-Cathedral
Fees: Course $30/40; Book $10

Course	Days	Time	Dates
0230.1	Tu/Th	9:00-11:30 AM	1/8-4/4
0230.2	Tu/Th	6:00-8:30 PM	1/8-4/4

Language Arts Multi-Level Courses

PUBLIC SPEAKING

Students will improve their oral presentation skills. Students will participate in listening and speaking activities to promote oral vocabulary, fluency, pronunciation, and listening comprehension. Prerequisite: ESOL 5 or Level 100 courses.
Instructor: Elizabeth McMahon
PAE-Cathedral
Course FREE

Course	Days	Time	Dates
5555	Tu/Th	12:00-2:30 PM	1/8-4/4

READINGS IN SCIENCE

Students will develop their reading skills while learning the concepts and vocabulary of basic scientific areas. We will practice the skills needed to pass the HiSET test or to earn an adult high school diploma. Prerequisite: ESOL 5, or 100-level courses.
Instructor: Carolyn Lancia
PAE-Cathedral
Fees: Course $20/30; Book $20

Course	Days	Time	Dates
0129	M/W/F	10:30 AM-12:00 PM	1/7-4/5

READINGS IN SOCIAL STUDIES

Students will learn about social studies concepts and vocabulary in the areas of geography, government, economics, and history. We will practice the reading skills needed for passing the HiSET test or earning an adult high school diploma. Prerequisite: ESOL 5, or Reading/Writing 100 or higher.
Instructor: David Millard
PAE-Cathedral
Fees: Course $20/30; Book $20

Course	Days	Time	Dates
0128	Tu/Th	3:00 -5:30 PM	1/8-4/4

Photo by Molly Haley

Photo by Molly Haley

ARE YOU CONSIDERING A MATH CLASS?

OUR MATH CLASSES WILL HELP YOU...

- Achieve your High School Diploma
- Prepare for the HiSET
- Improve your math skills for college
- Prepare for the ACCUPLACER
- Help your kids do their homework

New students need to come in for an interview and new student testing so we can determine the right level of math class for you. See page 13. No mail-in registrations are accepted for math classes.

SEQUENCE OF CLASSES

1) Math Basics
2) Math Essentials
3) Math Concepts
4) Algebra A
5) Algebra B

"This school helps give me confidence about my academic math."

- PAE Student

HIGH SCHOOL EQUIVALENCY TESTING

Earn your Maine High School Equivalency Diploma at Portland Adult Education. You may be eligible to take the HiSET® exam if you are at least 18-years old and did not earn a high school credential.

Equivalency testing is done by appointment at PAE-Cathedral.

Call today! 874-8155

MATH BASICS

Math Basics will help students become comfortable solving problems with whole numbers, and strengthen a student's number sense.
Instructor: Jill Gorneau
PAE-Cathedral
Course FREE; Book $20

Course	Days	Time	Dates
0310	Tu/Th	9:00-11:30 AM	1/8-4/4

MATH ESSENTIALS: FRACTIONS

This course will help students understand common fractions, decimals and percents so they can actually use them within their day-to-day life. Fraction equivalencies as well as math operations with fractions will be covered.
Instructor: David Millard
PAE-Cathedral
Course FREE; Book $20

Course	Days	Time	Dates
0315	M/W	12:30-3:00 PM	1/7-4/3

Photo by Molly Haley

MATH ESSENTIALS: DECIMALS

This course will help students understand decimal numbers and how they relate to fractions and percents. Math operations with decimals will be covered.
Instructors: David Millard, Maryann Kurdyla
PAE-Cathedral
Course FREE; Book $20

Course	Days	Time	Dates
0320.1	Tu/Th	12:00-2:30 PM	1/8-4/4
0320.2	Tu/Th	6:00-8:30 PM	1/8-4/4

MATH CONCEPTS: DATA & RATIOS

Pre Hi-SET Course

This course will explore the meanings revealed by data sets, tables and graphs. Students will develop ratio and proportional thinking in addition to reinforcing fraction and percent skills.
Instructor: Kevin Woodhouse
PAE-Cathedral
Fees: Course $20/30; Book $30

Course	Days	Time	Dates
0330	M/W	12:30-3:00 PM	1/7-4/3

MATH CONCEPTS: GEOMETRY

Pre Hi-SET Course

This course explores shapes and angles as well as the Pythagorean Theorem. Students will use a variety of tools to understand perimeter, area, volume and surface area.
Instructor: Kevin Woodhouse
PAE-Cathedral
Fees: Course $20/30; Book $20

Course	Days	Time	Dates
0335.1	M/W/F	10:30 AM-12:00 PM	1/8-4/4
0335.2	Tu/Th	6:00-8:30 PM	1/8-4/4

ALGEBRA A

Algebra A introduces students to functions, integer operations, and solving linear equations.
Instructor: Alain Nkulu
PAE-Cathedral
Fees: Course $40/50; Book $85

Course	Days	Time	Dates
0340	Tu/Th	6:00-8:30 PM	1/8-4/4

ALGEBRA B

This course covers topics such as graphing and writing linear equations , exponent properties and probability. The textbook is the same book used in Algebra A.
Instructor: Jill Gorneau
PAE-Cathedral
Fees: Course $40/50; Book $85

Course	Days	Time	Dates
0345	Tu/Th	12:00-2:30 PM	1/8-4/4

ESOL

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Six levels of English classes are offered. Beginning levels focus on basic communication, life skills and literacy. Intermediate levels continue to focus on reading, writing, work and life skills. Advanced levels focus on reading, writing and grammar in academic context to prepare students for employment and continuing education.

Students must take a placement test to ensure proper placement in the classes. Appointments are offered throughout the school year. Call 874-8155 to make an intake appointment.

ESOL Beginning Literacy
ESOL 1 Low Beginning
ESOL 2 High Beginning
ESOL 3 Low Intermediate
ESOL 4 High Intermediate
ESOL 5 Advanced

Classes are offered mornings, afternoons and evenings, 2 or 3 days per week.

CITIZENSHIP, BEGINNING LEVEL

This course will prepare students to take the U.S. citizenship exam. Topics include U.S. history and government, and reading and writing vocabulary needed to pass the exam. The class is designed for students ESOL 3 and below and who have been in this country for 4 years or longer.
Instructor: Moey Burchenal
PAE-Cathedral
Course FREE; Book $20

Course	Days	Time	Dates
0117	M/W	12:30-3:00 PM	1/14-4/5

"The instructor was always supportive of all class members at all points during the course"

-PAE Student

ELL BASIC COMPUTER ESOL LEVEL 3

Designed for ESOL level 3 students and up, this course teaches keyboarding, basic computer vocabulary, how to use Internet and email, and how to create files.
Instructor: Trace Salter
PAE-Cathedral
Course FREE

Course	Days	Time	Dates
0126.1	Tu/Th	11:45 AM-2:30 PM	1/15-2/28

ELL BASIC COMPUTER ESOL LEVEL 4 AND UP

Designed for ESOL level 4 students and up, this course teaches keyboarding, basic computer vocabulary, how to use Internet and email, and how to create files.
Instructor: Trace Salter
PAE-Cathedral
Course FREE

Course	Days	Time	Dates
0126.2	Tu/Th	11:45 AM-2:30 PM	3/5-4/11

MONEY MANAGEMENT

For students looking to learn about financial literacy, this class covers the basics of developing a budget, creating a savings plan, setting financial goals, and repairing poor credit. The class is designed to help recently arrived immigrants and refugees.
Instructor: Clement Yombe
PAE-Cathedral
Course FREE

Course	Days	Time	Dates
001321	F	9:00-11:15 AM	TBD

PRONUNCIATION

In this class, students improve pronunciation and learn how to speak with a clearer American accent. The teacher uses fun exercises to help students learn how to be understood while conversing in English.
Instructor: Liana Wolk
PAE-Cathedral
Course FREE

Course	Days	Time	Dates
0155	Tu/Th	3:00-5:00 PM	1/8-4/4

SAVINGS TO BUILD WEALTH
For students looking to learn about saving money, this class covers the reasons that saving money is so important, including security and safety and trying to plan ahead for major expenses. The class is designed to help recently arrived immigrants and refugees.
Instructor: Clement Yombe
PAE-Cathedral
Course FREE

Course	Days	Time	Dates
001231	F	9:00-11:15 AM	TBD

"I will definitely take another PAE class because I like the feeling of community here at PAE and learning."

- PAE Student

THE LEARNING LAB AT PAE

LEARN ENGLISH USING DIGITAL TOOLS
Staff and volunteers are here to:
Support English Language Learners from levels Literacy through Language Arts
Guide students through step by step language programs designed to support listening, reading and writing skills
Learn basic digital literacy
Assist with job search, resume writing and email communications

ELL Lab Coordinator: Sara Staples
Email: stapls@portlandschools.org

STUDY FOR THE HiSET AND ACCUPLACER EXAMS IN A COMPUTER LAB SETTING
In the Learning Lab, we offer:
Digital tools to prepare academically
Peer mentoring
1-on-1 help
Study groups
Evening hours
Connection to resources in the community
A listening ear and guidance

HiSET & ACCUPLACER Lab Coordinator:
Erin Krivicky
Email: krivie@portlandschools.org

The Learning Lab enables students to learn at their own pace. We serve students of many different languages at various learning levels. Daytime and evening hours available during the week.

Visit us in the Learning Lab (on the first floor - near the main office - Rm. 2) to learn more.

CORPORATE TRAINING SERVICES

Are you looking for training for your employees?

Do you see a course you would like offered at your business?

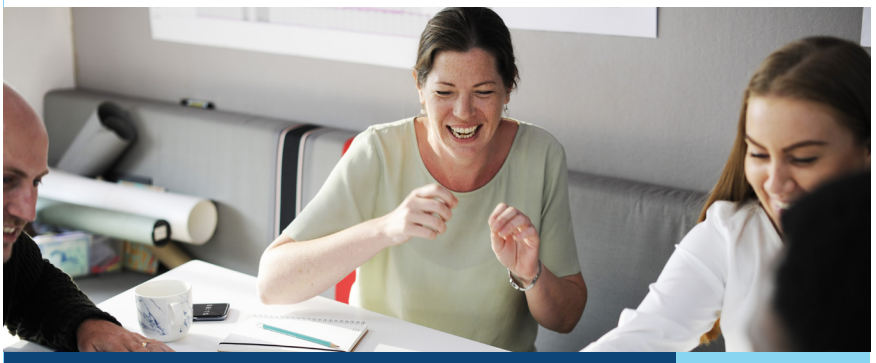
Do you need help recruiting new employees?

Photo by Molly Haley

BENEFIT YOUR BUSINESS WITH...

- Individual consultation to assess your business needs
- Customized content and delivery
- Cost-effective, competitively priced programs
- Flexible scheduling: days/evenings/weekends on-site or at PAE
- Professional and local instructors with business expertise
- Connections to graduates to fill open positions
- Volunteer opportunities for your employees

We customize courses and workshops to fit the needs of your business.



POTENTIAL TOPICS

- INTERCULTURAL COMMUNICATIONS
- MEDICAL TERMINOLOGY
- ELECTRONIC HEALTH RECORDS
- CNA
- QUICKBOOKS
- WRITING IN THE WORKPLACE
- MICROSOFT OFFICE SUITE
- KEYBOARDING
- WORKPLACE COMMUNICATION

CORPORATE CLIENTS INCLUDE

United States Postal Service
Maine Medical Center
MEMIC
Goodwill Industries
South Portland Housing Authority
Genesis Healthcare
Intermed

"The Excel training was excellent! The staff was thrilled and want more advanced training."
- South Portland Housing Authority

Call or email us today to schedule an appointment to discuss your business needs!

adulted@portlandschools.org 207-874-8155

CORPORATE TRAINING SERVICES

TECHNOLOGY & OFFICE SKILLS

ACCOUNTING 1

As an introductory course, Accounting I provides students with skills related to cash records, accounts receivable and payable, filing system for source documents, record information from source documents, and bank statement reconciliation.
Instructor: Deb Seigars
PAE-Cathedral
14 Sessions
Fees: Course $136/146; Book $45

Course	Days	Time	Dates
0801.1	Tu/Th	11:30 AM-2:15 PM	1/8-2/28

ACCOUNTING 2

Building off of Accounting 1, this course covers the basics of a double entry accounting system. Topics include assets, liabilities, owner's equity, debits and credits, journal entries, ledger accounts, posting, balancing accounts, preparing a trial balance, and preparing payroll. Prerequisite: Accounting 1.
Instructors: Deb Seigars, Richard Small
PAE-Cathedral
13 Sessions
Fees: Course $116/126; Book $30

Course	Days	Time	Dates
0802.1	Tu	5:45-8:30 PM	1/8-4/9
0802.2	Tu/Th	8:30-11:15 AM	3/5-4/25

ACCOUNTING 3

Building from Accounting 2, this course teaches students about the use of special journals, uncollectible accounts receivables, plant assets and depreciation, inventory, notes and interest, accrued revenue and expenses, distribution of dividends, preparing worksheets, financial statements, and end of fiscal period entries for a corporation. Same textbook used from Accounting 1 and 2. Prerequisite: Accounting 2 and a basic computer course (or familiarity with computers).
Instructor: Deb Seigars
PAE-Cathedral
14 Sessions Course fee $136/146

Course	Days	Time	Dates
0845.1	Tu/Th	8:30-11:15 AM	1/8-2/28

COMPUTERS FOR SENIORS

Designed for inexperienced students, this introductory class provides participants with the basics of computers, including email and Internet usage. Course also covers Facebook and Skype, and provides plenty of time for students to practice. No computer experience necessary. By the end, students will be able to upload photos to Facebook or create an album.
Instructor: Deb Seigars
PAE-Cathedral
8 Sessions Course fee $61/71

Course	Days	Time	Dates
2871.1	Tu/Th	2:15-4:15 PM	3/19-4/11

ELECTRONIC HEALTH RECORDS

This hands-on course covers the core competencies of organizational and technical support for medical computer software records, the type used in a healthcare facility. Course topics include medical record content and format, techniques for filing, maintenance and acquisition of health information, and processes of collecting, computing, analyzing, interpreting, and presenting data related to healthcare services, all of which is done with EHR computer software. Prerequisites: Basic computer skills and knowledge of medical terminology.
Instructor: Catherine Eliot
PAE-Cathedral
12 Sessions Fees: Course $116/126; Book $108

Course	Days	Time	Dates
2870.1	Tu/Th	8:30-11:15 AM	3/5-4/11
2870.2	Tu/Th	5:45-8:30 PM	3/5-4/11

Photo by Molly Haley

EXCEL 2016

Excel is a necessary skill to have in the work place. Students will learn how to create, edit and manage spreadsheets. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information using sorts, filter, and charting. Use Excel's most powerful features to analyze data quickly and easily with confidence.

Instructor: Corinne Dellatorre
PAE-Cathedral
12 Sessions Course fee $116/126

Course	Days	Time	Dates
0860.1	M/W	11:30 AM-2:15 PM	1/9-2/27
0860.2	Tu/Th	8:30-11:15 AM	1/8-2/14
0860.3	M/W	8:30-11:15 AM	3/4-4/10
0860.4	Tu/Th	11:30 AM-2:15 PM	3/5-4/11
0860.5	M	5:30-8:15 PM	1/7-4/8

EXCEL 2016, ADVANCED

For students experienced with Excel, this class builds upon prior knowledge and skills. Areas of focus include VLOOKUP, pivot tables, and using drop-down lists to make data entry easier. Prerequisite: MS Excel, or comparable Excel experience.

Instructor: Corinne Dellatorre
PAE-Cathedral
4 Sessions Course fee $58/68

Course	Days	Time	Dates
2360	F	8:30-11:15 AM	2/8-3/8

GOOGLE DRIVE

Google Apps is a suite of various web-based applications ranging from e-mail to online storage of all sorts of files and documents to tools for video conferencing, surveys, calendar and so much more! Whether you are in school, considering school, using Google Apps at work or for your own business, there will be plenty of tips to pick up as well as ways to organize yourself on the go, to create workflows to be more efficient, and to collaborate with others on a number of projects. You can use these on your computer, your work computer, your mobile device – from anywhere with connection to the internet!

Instructor: Chris Malmberg
PAE-Cathedral
4 Sessions Course fee $75/85

Course	Days	Time	Dates
2878.2	M	5:45-8:30 PM	3/18-4/8

JOB HUNTING SKILLS

Want to enhance your job search? This course presents a realistic understanding of the job search process and an overview of the most effective tools. Other topics include resumes, cover letters, and interviewing tips. This class is open to anyone interested in job hunting, and certificate students should take the class at the end of their certificate program.

Instructor: Geneva Meserve
PAE-Cathedral
8 Sessions Course fee $87/97

Course	Days	Time	Dates
0815.1	F	8:30-11:15 AM	2/8-4/5

KEYBOARDING

Students in this class will develop techniques and skills that are conducive to building keyboarding speed with a high level of accuracy, including the number keypad. Students will also learn correct techniques of hand placement, proper posture, and ways to avoid repetitive motion problems. Beginning students will learn the keyboard and should be able to type 20 to 30 words per minute (WPM) by course end. Students that already know the keyboard will practice timings and progress to 45 WPM.

Instructors: Trace Salter, Vince Beaulieu
PAE-Cathedral
0841.1 - 15 Sessions Course fee $145/155
0841.2 - 13 Sessions Course fee $126/136
0841.3 - 13 Sessions Course fee $126/136

Course	Days	Time	Dates
0841.1	M/W	6:00-8:45 PM	1/23-3/20
0841.2	M/W	8:30-11:15 AM	1/7-2/27
0841.3	M/W	8:30-11:15 AM	3/4-4/22

MEDICAL CODING

Using specialized computer software, students will learn the medical coding skills needed for completing all required documentation according to national coding standards. This involves understanding patient charts and converting the applicable information into a series of alphanumeric codes known as ICD-10-CM or CPT codes. The course also teaches students how to interpret and correct coding errors. Prerequisite: Computer basics and a completed course (or working knowledge of) medical terminology.

Instructor: Catherine Eliot
PAE-Cathedral
20 Sessions
Fees: Course $193/203; Book $140

Course	Days	Time	Dates
0825.1	Tu/Th	11:45 AM-2:30 PM	1/22-4/04

Are you interested in sharing your expertise with eager students?

PAE IS LOOKING FOR INSTRUCTORS!

Please contact us at adulted@portlandschools.org

MEDICAL TERMINOLOGY

In this course, students learn how medical terms are analyzed and built, how to pronounce and spell terms, how to apply medical terms as they relate to basic anatomy and physiology, and common diseases of each bodily system. No prior knowledge of biology required.
Instructor: Catherine Eliot
PAE-Cathedral
14 Sessions Fees: Course $135/145; Book $50

Course	Days	Time	Dates
0820.1	Tu/Th	8:30-11:15 AM	1/8-2/28
0820.2	Tu/Th	5:45-8:30 PM	1/8-2/28

MICROSOFT OFFICE 2016, INTRODUCTION

This course is for you whether you're completely new to Microsoft Office or are just looking to refresh your skills for a potential job. Basic computer terminology is covered. Students will become familiar with Word, Excel and PowerPoint, sending and receiving attachments through email and challenges to practice what you've learned.
Instructor: Corinne Dellatorre
PAE-Cathedral
12 Sessions Course fee $116/126

Course	Days	Time	Dates
0850.1	M/W	8:30-11:15 AM	1/9-2/27
0850.2	M/W	11:30 AM-2:15 PM	3/4-4/10
0850.3	W	5:30-8:15 PM	1/9-4/3
0850.4	Tu/Th	11:30 AM-2:15 PM	1/8-2/14
0850.5	Tu/Th	8:30-11:15 AM	3/5-4/11

OFFICE SIMULATION

Want to develop skills essential to a well-managed office? This course teaches students how to prioritize work, schedule using Outlook, and order and maintain records through an integrated computer program. Medical students will focus on situations unique to the medical occupation. This course is considered the "capstone" to the Office Skills Certificate Program and thus must be taken at the end. Prerequisites: Knowledge of Microsoft Word and Excel.
Instructor: Deb Seigars
PAE-Cathedral
12 Sessions Course fee $116/126

Course	Days	Time	Dates
0810.1	Tu/Th	8:30-11:15 AM	3/5-4/11

POWERPOINT

This class provides students with hands-on experience with the program, and time to practice PowerPoint skills. The class utilizes participant feedback to enhance student learning. Students are encouraged to bring a flash drive to save their presentation and files provided by the instructor. Prerequisite: Experience with Windows.
Instructor: Corinne Dellatorre
PAE-Cathedral
4 Sessions Course fee $59/69

Course	Days	Time	Dates
)0869.1	F	8:30-11:15 AM	3/22-4/12

OFFICE SKILLS CERTIFICATES

The Office Skills program is designed for anyone preparing for entry-level jobs, re-entering the business world, upgrading skills or seeking a promotion. Specific information about each course can be found in this brochure. Students with previous office skills may receive credit for up to three (3) courses.
Contact Elizabeth Love at 874-8155 to officially enroll in the program.

CORE COURSES

- Keyboarding 1 (30 wpm)
- Microsoft Office, Introduction to
- Word
- Excel
- PowerPoint
- Outlook
- Accounting 1
- Writing for the Workplace
- Workplace Communication
- Job Hunting Skills

OFFICE ASSISTANT CERTIFICATE

Includes all Core Courses PLUS:

- Accounting 2
- Keyboarding 2 (45 wpm)
- QuickBooks
- Office Simulation

ACCOUNTING CLERK CERTIFICATE

Includes all Core Courses PLUS:

- Accounting 2
- Accounting 3
- QuickBooks
- Advanced QuickBooks

MEDICAL OFFICE CERTIFICATE

Includes all Core Courses PLUS:

- Keyboarding 2 (45 wpm)
- Medical Terminology
- Medical Coding
- Electronic Health Records
- Medical Office Simulation

Are you interested in a career in Information Technology?

TechHire is a program designed to recruit, assess, train and place young adults into Maine's IT industry in positions like computer support specialist, software, and health informatics. Completed training will result in credentials recognized by the IT industry. This grant funded program provides a host of services to train young adults (between the ages of 17 and 29) as well as career changers who are looking to transition into IT roles.* Eligibility requirements do apply.

This 4 million dollar project is fully funded by a U.S. Department of Labor Employment and Training Administration grant awarded to Coastal Counties Workforce, Inc. This program/activity is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.

For more information please contact: Dylan Barnett, dylan.barnett@workforcesolutionsme.org, 207-274-9131

***For those over the age of 29, connect with your local career center to learn what training and employment services are available. http://www.mainecareercenter.gov/**

Limited scholarship money is available for eligible and low-income students. Scholarships are sponsored by the Friends of PAE.

For more information contact:
Elizabeth Love at 874-8155 or lovee@portlandschools.org

QUICKBOOKS

This course uses QuickBooks accounting software in an office environment. Areas covered include setting up an accounting system, accounts receivable and payable, reconciliation, adjusting entries, and financial statement generation. Prerequisites: Basic computer and accounting skills. (For PAE Accounting Certificate students, Microsoft Office and Accounting I must be taken first.) Requirements: Bring a flash drive to class.
Instructor: Richard Small
PAE-Cathedral
12 Sessions Course fee $116/126

Course	Days	Time	Dates
0831.1	M/W	8:30-11:15 AM	1/9-2/27

QUICKBOOKS, ADVANCED

Designed for students experienced with QuickBooks, this course covers such functions as inventory, payroll, customizing forms and reports, and fiscal end preparation. Students will build upon their QuickBooks knowledge. Requirement: Bring a flash drive to the daytime class.
Instructors: Richard Small, Stacy Ayotte
PAE-Cathedral
12 Sessions Course fee $116/126

Course	Days	Time	Dates
0846.1	M/W	8:30-11:15 AM	3/4-4/10
0846.2	W	5:45-8:30 PM	1/16-2/13

"Even though I was familiar with Word, I needed a full refresher for the newer version."
- PAE Student

Photo by Molly Haley

WORD 2016

This course introduces students to basic Word function, including document creation and editing, formatting, text enhancements, layout features, proofing, printing, page appearance, file management, using the Help function, and templates. The course also covers formatting components such as tables, lists, graphics, headers, footers, and other paragraph elements. Prerequisite: Basic computer understanding, or strong familiarity with computers.
Instructor: Karen Morton
PAE-Cathedral
12 Sessions Course fee $116/126

Course	Days	Time	Dates
0855.1	M/W	12:15-3:00 PM	1/9-2/27

WORKPLACE COMMUNICATION

For students seeking more effective means of communication, this course covers such topics as effective listening, assertive speaking, and clear, positive pronunciation. The course also focuses on handling difficult situations with conflict resolution skills. Other practiced skills include customer service communication, team-based communication, and oral presentations.
Instructor: Geneva Meserve
PAE-Cathedral
12 Sessions Course fee $116/126

Course	Days	Time	Dates
0806.1	M/W	8:30-11:15 AM	1/9-2/27
0806.2	M/W	8:30-11:15 AM	3/4-4/10

WRITING FOR THE WORKPLACE

This course uses a series of exercises to teach students how to become better writers. Exercises include composing letters, memos, and emails. Course also covers punctuation, sentence structure, and basic grammar rules to give documents a final polish. Prerequisite: Basic familiarity with computers. (PAE certificate and academic students should discuss this course with advisor before registering.)
Instructor: Briana Bizier
PAE-Cathedral
18 Sessions Fees: Course $116/126; Book $74

Course	Days	Time	Dates
0805.1	Tu/Th	11:45 AM-2:30 PM	1/15-3/21

OCCUPATIONAL TRAINING

AUTOCAD

This course introduces the student to the basics of drawing using CAD (computer aided drafting). This class will cover drawing commands, editing drawings, line types, use of layers, dimensioning, applying text and plotting of drawings. The class will also introduce architectural and mechanical drawing. Prerequisites : basic computer skills
Instructor: Peter Morton
PAE-Cathedral
12 Sessions Course fee $116/126

Course	Days	Time	Dates
0712	M/W	5:45-8:30 PM	1/9-2/27

CNA (CERTIFIED NURSING ASSISTANT)

This State of Maine approved CNA course includes classroom, lab and clinical experiences. Tuition includes texts, materials, and fees. Admission process includes the completion of an application packet, completion of CASAS test (a reading assessment) with appropriate score, and an interview. Candidates must be at least 18 years of age and have a high school diploma or equivalency. Contact the office at 874-8155 to sign up for an intake session and to take the CASAS test. More information is available at www.portlandadulted.org

CNA, MAINE MEDICAL CENTER

Maine Medical Center in Portland offers a Certified Nursing Assistant class three times a year - in January, March and September. Those interested in this free program are invited to attend an information session before the application process of each class. Please see MMC's website www.mmc.org (select the Education tab then click on CNA Training) for dates, detailed information about the program, and to register for the information session. On the night of the information session, applicants will be given a reading comprehension test (TABE test). Call 662-4588 for more information.
There is no cost to the student accepted to the program - MMC absorbs the cost of books and training. Typical class size is 25 - 30 students.

MEASUREMENT

This course will help students learn or review measurement in both English and Metric units. Students will measure length, weight and capacity. Reading rulers, comparing, ordering, estimating and changing among measurements will also be covered.
Instructor: David Millard
PAE-Cathedral
10 Sessions Fees: Course $79/89; Book $25

Course	Days	Time	Dates
0350	M/W	3:30-5:30 PM	1/7-2/13

NMRC Education Academy

The purpose of the Education Academy will be to prepare new Mainers who were teachers in their home countries or those who are interested in working in a school setting.

- It will combine coursework with classroom experience. Courses will include:
  - An Overview of the US Education System
  - Teaching that Promotes Student Learning
  - Educating all Students: Exceptionality and English Language Learning
  - Classroom Management
  - Students will also work to improve their English competency to meet the requirements to be employed as an **Educational Technician 3** and to move forward on a path to meeting the course requirements for teacher certification.

In addition to the coursework and classroom experience students in the Education Academy will also receive:

- Advising and support to apply to the Maine Department of Education for Educational Technician and Teacher certifications
- Advising and support about the next steps after the end of the Education Academy, such as assistance with job search activities, additional English or computer courses to prepare for meeting Maine Department of Education teacher certification course or PRAXIS test requirements.
- Advising regarding options for meeting teacher certification course requirements
- Career guidance and advice will continue to be offered by NMRC as students pursue their teacher certification.

Estimated Schedule:	January 22, 2019 - April 12, 2019 Monday – Friday; 8:30 AM – 2:30 PM
Location:	Portland High School
Cost:	Scholarships available for eligible participants

For more information or to sign up for an intake to apply for the course contact:
Sally Sutton, suttos@portlandschools.org or phone 874-8155

NEW MAINERS RESOURCE CENTER

The New Mainers Resource Center is designed to help new Mainers enter the U.S. workforce.

SKILLED PROFESSIONALS PROGRAM

This program works with foreign-trained professionals who have a bachelor's degree or above from their home country.

SERVICES INCLUDE:

- English courses related to specific professions
- Employer and professional networking/support groups
- Job search skills
- Career guidance and case management
- Online computer tutorials
- Assistance with the credential review process and Maine licensing requirements
- Coordination with other service providers
- Classes and workshops including: job skills training, pronunciation, public speaking, English for Health Professionals, and business writing for speakers of other languages and more!

For more information about the Skilled Professionals Program, or to set up an intake appointment, please contact Sally Sutton, Program Coordinator, at suttos@portlandschools.org or 874-8155.

JOB CLASS A

This intensive 130-hour course is designed for immigrants with low to intermediate English Language skills that are searching for their first job in the U.S. Students in ESOL Levels 3 and 4 will learn how to search for a job, will expand their English skills through contextualized English for the workplace with focus on U.S workforce culture, and will learn financial literacy skills. Area employers are actively engaged in the program., visiting the classroom to share information about their companies and providing mock interview practice, as well as hiring students. Graduates of the program receive a certificate detailing their competency achieved for twelve employability skill standard and their attendance hours. They also receive one-on-one job search support from their teachers and job developers from participating service agencies. Students interested in Job Class A will need to attend an intake session. Winter intake sessions will be in January. Call 874-8155 for more information.

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Photo by Molly Haley

ENRICH YOUR LIFE!

JOIN THOUSANDS OF COMMUNITY MEMBERS AT PAE

PAE OFFICE HOURS

HOURS
Monday - Thursday ..... 8:00 am-7:00 pm
Friday..... 8:00 am-12:00 pm

EXCEPTIONS *(Monday through Thursday)*
December 17-27..... 8:00 am-3:30 pm
February 19-21..... 8:00 am-3:30 pm

CLOSED
December 24-25, 31, and January 1. 21, and February 19

Office hours are subject to change. Please check www.portlandadulted.org for up-to-date information.

REGISTRATION & POLICIES

YOU CAN REGISTER:

ONLINE – portlandadulted.org

BY FAX – Save time! Complete the registration form on the next page and fax it to 773-0151. Include credit card number and expiration date.

BY PHONE – Call 874-8155 and please have your credit card number and expiration date handy when you phone.

BY MAIL – Mail check (payable to PAE) or credit card number and completed registration form to Portland Adult Education at 14 Locust Street, Portland, ME 04101. If a course is full when your registration is received, your name will be placed on a waiting list and your money will be refunded.

IN PERSON – You can register at 14 Locust Street.

- Registration confirmations are sent via email only.
- All course, lab and material fees must be paid at the time of registration.
- Book fees must be paid before class begins.

FEES – The prices listed after the description reflect the registration fee for Portland residents and non-residents. Ex: Resident/Non-resident $15/25. Other fees: Pay all course, lab and material fees to PAE when you register. A $10 fee will be added to all invoices.

AGE LIMIT – 18 years of age or older and out of school.

TEXTBOOKS – Books should be purchased at 14 Locust Street unless otherwise specified. We do not provide book refunds.

ADDITIONAL INFORMATION

INSUFFICIENT ENROLLMENT

Please be aware that courses which fail to attract sufficient enrollment may be canceled three working days prior to the first day of class.

REFUND/TRANSFER POLICIES

Registration fees: Course and book fees will be refunded in full if a class is canceled. A $10 fee is withheld if you drop a course at least one business day before the first class. A 50% refund will be issued if you drop the course before the second class. No refunds after the second class, for one session classes or transfers once a class has started. Refunds take approximately 3-4 weeks to process.

NO SCHOOL POLICY

No programs will be held if Portland Public Schools are canceled or on vacation. When PPS delays the opening of school, PAE classes that start before 11 a.m. will be canceled. Listen to your local radio or TV station for cancellations. When classes are canceled due to inclement weather or illness, it may not be possible to schedule makeups. There will be no classes January 1, January 21, and February 18-22. Portland Adult Education reserves the right to make changes in starting or ending dates.

PORTLAND
ADULT EDUCATION

Mail or fax completed registration form to:
Portland Adult Education
14 Locust Street, Portland, ME 04101
Phone: 874-8155 Fax: 773-0151

REGISTRATION FORM

STUDENT INFORMATION

Name:_____SSN#:_____

Address:_____City:_____Zip:_____

Home Phone:_____Other Phone:_____Birth Date:_____

Email Address:_____ ☐ Male ☐ Female

COURSE INFORMATION

COURSE CODE	COURSE NAME	START DATE

PAYMENT METHOD

☐ Check (Payable to PAE) ☐ Mastercard ☐ Visa

Card #:_____Expiration Date:_____

Amount:$_____Signature of Cardholder:_____

PORTLAND
ADULT EDUCATION

Find us on Facebook

Visit us at portlandadulted.org

COURSE LOCATIONS

PRIMARY LOCATION
- **PAE Cathedral – 14 Locust St.**

ENRICHMENT CLASS LOCATIONS
- **Deering High School (DHS) – 370 Stevens Ave.**
- **Lincoln Middle School – 522 Stevens Ave**
- **Ocean Avenue School – 150 Ocean Ave.**
- **PATHS – 196 Allen Ave.**
- **Reiche Community School – 166 Brackett St.**
- **Riverton School – 1600 Forest Ave.**

Portland Adult Education
A Division of Portland Public Schools
14 Locust St., Portland, ME 04101

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